

# Naples City

Energy \* Recreation \* Family

## Concept Phase Application Development/Subdivision

Name of Subdivision/Development \_\_\_\_\_ Date \_\_\_\_\_

Parcel #'s \_\_\_\_\_

Concept Fee **\$100** Receipt # \_\_\_\_\_ Date \_\_\_\_\_

*This application must be submitted no later than 20 days before the scheduled Planning Commission meeting!  
Mailings and public notices require 10 day notices.*

### Property Information

Property Owner (s) \_\_\_\_\_

Parcel # (s) \_\_\_\_\_

Property Address \_\_\_\_\_

Office/Home Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_ Email \_\_\_\_\_

### Agent for the property owner (s)

Name (s) \_\_\_\_\_

Office/Home Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_ Email \_\_\_\_\_

### Engineer/Surveyor

Name \_\_\_\_\_

Address \_\_\_\_\_

Office/Home Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_ Email \_\_\_\_\_

Professional License # \_\_\_\_\_

**Each application for subdivision shall have all required submittals before it is accepted as a complete application.**

**This application or Concept phase does not give the subdivider/developer vested rights. There shall be no presumption of approval of any aspect of this application process.**

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*(Checklists are for convenience only. In the event of any conflict between the checklist and the ordinance, the ordinance governs. It is the responsibility of the applicant to become familiar with, and comply with, all statutory and ordinance requirements.)*

Amended January 20, 2016

# Concept Plan Approval Check List

*Applicant Check Here*

*Staff Checks Here*

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Application form filled out and fee paid.   | <input type="checkbox"/> |
| <input type="checkbox"/> Proof of ownership (Title Report.)  | <input type="checkbox"/> |
| <input type="checkbox"/> If applicable, a notarized statement that the owner has authorized an agent to make application | <input type="checkbox"/> |
| <input type="checkbox"/> Sufficient information to reflect the intent of the developer/owner.                            | <input type="checkbox"/> |
| <input type="checkbox"/> Names and addresses of all properties that border proposed development                          | <input type="checkbox"/> |
| <input type="checkbox"/> Pre-Application Conference with Planning staff  | <input type="checkbox"/> |
| <input type="checkbox"/> Schedule for Planning Commission Presentation (no later than 25 days prior to meeting)          | <input type="checkbox"/> |
| <input type="checkbox"/> Concept Approval Complete   | <input type="checkbox"/> |

